

**Government of the District of Columbia
Department of Parks & Recreation**

**Fiscal Year 2017
REQUEST FOR APPLICATIONS (RFA)
Fort DuPont Ice Arena Programming**



Department of Parks and Recreation invites the submission of applications for funding to support programming at the Fort Dupont Ice Arena.

Deadline Date: Monday, February 6th, 2017

**APPLICATIONS THAT ARE NOT RECEIVED BY THE SUBMISSION DEADLINE
WILL NOT BE CONSIDERED FOR FUNDING**

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SECTION I

GENERAL INFORMATION

Introduction

Fort DuPont Ice Arena, the District's only indoor rink, was constructed in 1976 to celebrate America's bicentennial. Fort DuPont is a popular arena serving thousands of area youth annually, and serves as home ice for about nine area high school and college teams. The Office of Partnerships and Development (OPD) within the District of Columbia (District) Department of Parks and Recreation (DPR), is soliciting detailed proposals to provide programming for low-income children at Fort DuPont Ice Arena located at 3779 Ely Street SE, Washington, DC 20019. This funding opportunity is in accordance with "Fort DuPont Ice Arena Programming Temporary Amendment Act of 2016" established pursuant to the D.C. ACT 21-520, as amended (D.C. Law 10-246; D.C Official Code §10-302(e)). The Act authorizes, on a temporary basis, a one-time grant in the amount of \$235,000 to an organization which has experience providing programs to low-income children at Fort DuPont Ice Arena, and shall not charge a participation fee to low-income residents pursuant to the Act.

BACKGROUND

DPR's mission is to enhance the quality of life and wellness of District of Columbia residents and visitors by providing equal access to affordable and quality recreational services, by organizing programs, activities and events, and by building and maintaining safe and beautiful open spaces and recreational amenities. One way DPR accomplishes its missions is by enhancing the physical, mental, and social well-being of residents and visitors by providing quality, customer-focused leisure and learning opportunities in more than Four Hundred (400) safe parks and facilities. These leisure and learning opportunities are amply demonstrated through the quality, diversity, and quantity of programs that are available to the citizens of the District of Columbia.

DPR recognizes the need to look beyond traditional approaches to providing services and values the participation of other organizations in an effort to broaden DPR's outreach, expand its focus on holistic programming and make more efficient use of its recreation centers.

Scope

The DC Department of Parks and Recreation, Office of Partnerships and Development seeks applications from a nonprofit organization in good standing, with a focus on programs involving ice skating. A one-time grant shall be awarded to a single grantor to cover FY17 programming.

1. Continue to program the Facility based on historical use, including at least six hours of public skate time each week that the Facility is operating, with offering the same or similar programs as currently offered;
2. Provide adequate staff to provide supervision, instruction, and safety monitoring for all aspects of the Programs;
3. Provide all materials, recreational, and instructional supplies, and equipment necessary to implement successful programs;
4. Actively engage in community outreach in order to enroll a maximum number of participants and partners at little or no cost;

Target Population

The Grantee shall provide free programming for low-income children at Fort DuPont Ice Arena.

Eligible Organizations/Entities

Applications are requested from DC not-for-profit organizations in good standing, with a focus on programs involving ice skating. The Grantee shall have demonstrated experience in providing programming to low-income children at the Fort DuPont Ice Arena and shall not charge a participation fee to low-income residents.

Source of Grant Funding

Sec. 2, Section 3 of the Recreation Act of 1994, effective March 23, 1995 (D.C. Law 10-246; D.C. Official Code §10-302), is amended by adding a new subsection (e) to read as follows:

(e) Beginning in Fiscal Year 2017, and on an annual basis thereafter, the Department shall issue a \$235,000 grant to an organization to provide programming for low-income children at Fort DuPont Ice Arena. The grantee shall have experience in providing such programming and shall not charge a participation fee to low-income residents.

Award Period

The term of this grant period shall be for Twelve (12) months beginning from the date of the award. Funding shall begin from the date of signature to the grant agreement by the Director of DPR, and the Grantee (the Parties). The Grantee shall begin performance, effective on the date the grant agreement is signed by the Parties.

Grant Award and Amounts

An amount not to exceed Two Hundred Thirty-Five Thousand dollars and zero cents (\$235,000.00) is available for these services under the Act. These funds are subject to funding availability.

Use of Funds

Grant funds shall only be used to support program activities targeted to low income program participants at Fort DuPont Ice Arena.

Contact Person

For further information, please contact the Grant Administrator:

D.C. Department Parks & Recreation
Attention: LaSchellé Owens
Office of Partnerships and Development
1250 U St., NW, 2nd Floor Washington, DC 20009
laschelle.owens@dc.gov
Telephone #: (202) 671-0089

Explanations to Prospective Grantees

Applicants are encouraged to email their questions to the DPR Office of Partnerships and Grants at laschelle.owens@dc.gov before Tuesday, January 25, 2017 close of business. Questions received after the deadline date shall not receive responses.

SECTION II

PROGRAM SCOPE

Overview

This grant solicitation will be used to fund a grant program which has experience in providing ice skating programming, opportunities, education and motivation to low income children and shall not charge a participation fee to low-income residents pursuant to the “Fort DuPont Ice Arena Programming Temporary Amendment Act of 2016”.

General Responsibilities

Records

The Grantee shall keep accurate records of the program and the ongoing progress of the program activities. The Grantee shall provide DPR monthly reports as to programming, costs, and number of low-income participants served. Grantee can provide photographs or other reports to show the program success.

The Grantee shall provide the Grant Administrator, and other authorized representatives of the Department of Parks and Recreation and the District government, such access to program and financial records as may be necessary for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by the Grantee staff.

The Grantee shall retain all records for at least three (3) years following final close-out of the grant.

Monitoring

The Office of Partnerships and Development or his/her designee shall monitor and assess the performance of the Grantee according to the scope of work and related service delivery standards set forth in the grant agreement.

The Grantee shall provide the Office of Partnerships and Development and other authorized representatives of DPR and the District government, such access to its facilities, records, customers and staff as may be necessary for monitoring purposes.

DPR shall assign a staff person to monitor the project. The Office of Partnerships and Development or his/her designee shall review all written policies and procedures applicable to the project, review all monthly reports, conduct site inspections, and hold periodic conferences with the Grantee to assess the Grantee's performance in meeting the requirements of the grant agreement.

SECTION III GENERAL PROVISIONS

Audits

At any time or times before final payment and three (3) years thereafter, the District may have the applicant's expenditure statements and source documentation audited.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964, as amended (Pub. L. No. 88-352, 42 U.S.C. § 2000a *et seq.*), no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving federal TANF funds.

In accordance with the DC Human Rights Act of 1977, as amended (D.C. Law 2-38, D.C. Official Code §2-1401.01 *et seq.*), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily, offense, and place of residence or business. Sexual harassment is a form of sex discrimination which also prohibited by the DC Human Rights Act. Discrimination in violation of the DC Human Rights Act will not be tolerated. Grantee may be required to funds back for violations of this Act. Grantor may withhold funds for allegations of violations of this Act.

In accordance with the DC Language Access Act of 2004 (D.C. Law 15-167, D.C. Official Code § 2-1931 *et seq.*), District government programs, departments, and services must assess the need for, and offer, oral language services and provide written translations of vital documents into any non-English language spoken by a limited or no-English proficient population that constitutes 3% or 500 individuals, whichever is less, of the population served or encountered, or likely to be served.

SECTION IV APPLICATION SUBMISSION

Submission Date and Time

In order to be considered for funding, completed applications must be e-mailed to laschelle.owens@dc.gov prior to the deadline for consideration and be received no later than close of business Monday, February 6, 2017. All applications will be recorded upon receipt. Applications submitted after the deadline will not be considered for funding.

SECTION V REVIEW AND SCORING OF APPLICATIONS

Review Panel

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in recreation service, data analysis, evaluation, and programmatic planning and implementation. The review panel will review, score, and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. DPR shall make the final funding determinations.

Scoring Criteria

Applicants' proposal submissions will be objectively reviewed against the following criteria.

Criterion A: Program Design (Total 50 Points)

1. The proposed activities and work plan will result in timely project start-up, in the accomplishment of project objectives, and are consistent with program objectives described in the Program Scope. **(10 Points)**
2. The proposal clearly describes the methods to be used to outreach to the selected target population. In addition, information will be provided that describes how the program will encourage the proposed target population to take the steps necessary to choose positive and healthy lifestyle methods. The proposal also clearly specifies how it will help the target population and describes how it will follow through with ensuring that they receive the intended service and are making progress. **(20 points)**
3. The proposal clearly delineates the following: (1) target population(s) to be assisted through the model project; (2) specifies, via evidence of prior experience, the location of the proposed activities. **(10 points)**
4. The proposal must indicate how low-income will be measured/identified. **(10 points)**

Criterion B: Organizational Capability and Relevant Experience (Total 20 Points)

1. The applicant must demonstrate the knowledge and experience relevant to the service applied for and in serving the target population. **(10 Points)**
 - The applicant provides documented community ties, experience (e.g. linkages with other community-based organizations) working with the target population, and the capacity to successfully meet the responsibilities associated with this grant.
 - If no experience has been acquired, describe how past linkages to the community will prove beneficial in this undertaking.
2. Cultural competency and appropriateness (racial, ethnic, economic, gender, age, disability, etc.) of services are demonstrated. **(10 Points)**
 - Applicant has identified and has demonstrated an understanding of issues affecting the target population.
 - Letters of support from community-based organizations and/or advocacy groups are provided.

Criterion C: Sound Fiscal Management and Reasonable Budget (Total 20 Points)

1. The applicant provides evidence of sound fiscal management and financial stability and documents the availability of resources other than the grant funds that supports the organization. **(10 Points)**
2. The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve project objectives. **(10 Points)**

Criterion D: Overall Feasibility of the Project (Total 10 Points)

Applicant provides documentation that the proposed program will be fully supported by management and the governing body of the applicant (parent organization, if applicable), in that the project is compatible with the mission of the organization and will be effectively coordinated

and integrated with its other activities.

Decision on Award

The final decision on the award rests solely with DPR. After reviewing the recommendations of the review panel and any other information considered relevant, DPR shall decide which applicants to award funds and the amounts to be funded no later than **February 20th, 2017**. Applicants will be notified by the email address that they provide in the application.

SECTION VI APPLICATION FORMAT

Applicants are required to follow the format below and each application must contain the following information:

1. Applicant Profile (See Attachment A)
2. Table of Contents
3. Application Summary
4. Project Narrative
5. Program Budget and Budget Narrative (Attachment G)
6. Appendices (Attachments: D - Work Plan; E- Staffing Plan; G - Collaboration Commitment Form; Appropriate Resumes, Organization Chart, Position Descriptions, Low-income verification plan)
7. Living Wage Act Certification (Not counted in page total, Attachment H)

The maximum number of pages for the total application cannot exceed 25 pages on 8 ½ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point is required (New Times Roman or Courier type recommended). Pages should be numbered.

Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

Applicant Profile

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. See Attachment B.

Table of Contents

The Table of Contents should list major sections of the application with quick reference page indexing.

Application Summary

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

Project Narrative

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

- a. Specific, measurable program objectives for the service area of the application;
- b. Specific service(s) to be provided;
- c. Detailed work plan for activities;
- d. Proposed impact of the project due to the involvement of your organization;
- e. History with the specified community in general; and
- f. Experience with serving families within the community in this capacity - if no experience has been acquired, describe how past linkages to the community will prove beneficial in this undertaking.

Program Budget and Budget Narrative

A standard budget form is provided in Attachment F. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

- a. **SALARIES AND WAGES:** Show proposed salaries and wages for all project staff.
- b. **FRINGE BENEFITS:** Include in proposed benefits comparable to those paid to the other members of the applicant's staff. Show fringe rate.
- c. **CONSULTANTS / EXPERTS:** Proposed costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction etc.
- d. **TRAVEL AND TRANSPORTATION:** Show proposed expenditures for travel, including estimated staff, consultant and participant travel. Include per diem and reimbursement policy.
- e. **SUPPLIES & MINOR EQUIPMENT:** Proposed supplies and educational materials.
- f. **CAPITAL EQUIPMENT & OUTLAYS:** Proposed major equipment over Three hundred dollars (\$300).
- g. **COMMUNICATIONS:** Include utilities and telephone and maintenance services directly related to project activities.
- h. **OTHER DIRECT COST:** Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area. Include utilities, telephone, and maintenance services directly related to project activities. Include insurances, staff training costs, subscriptions, and postage.
- i. **INDIRECT COST / OVERHEAD:** Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the DPR or another appropriate Federal agency.
- j. **APPENDICES:** This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include:
 1. Audited financial statement;
 2. Indication of organization status;
 3. Roster of the Board of Directors;
 4. Proposed organizational chart for the project;
 5. Organizational budget (as opposed to project budget);
 6. Letters of support or endorsements;
 7. Staff resumes (if applicable); and
 8. Planned job descriptions (if applicable).

SECTION VII LIST OF ATTACHMENTS

- | | |
|-------------------------|----------------------------|
| 1. Attachment A: | Checklist for Applications |
| 2. Attachment B: | Applicant Profile |
| 3. Attachment C: | Applicant Certification |
| 4. Attachment D: | Work Plan |

- 5. **Attachment E:** Staffing Plan
- 6. **Attachment F:** Budget
- 7. **Attachment G:** Collaboration Commitment Form
- 8. **Attachment H:** Living Wage Act 2006
- 9. **Attachment I :** Grantee Applicant Waiver and Release of Liability Form

Attachment A

Checklist for Applications Ft. DuPont Ice Arena Programming

1. The applicant organization/entity has responded to all sections of the Request for Applications.
2. The applicant has obtained a clean hands certificate.
3. Signed W-9 (Request for Taxpayer Identification and Certificate)
4. IRS Letter of Determination
5. IRS Form 990 o District of Columbia Certificate of Incorporation
6. The Applicant Profile, found in Attachment A, contains all the information requested and is placed at the front of the application.
7. The application, to be considered for funding, must be e-mailed to laschelle.owens@dc.gov prior to the deadline submitted.
8. The Work Plan is complete and complies with the format found in Attachment B of the RFA.
9. The Staffing Plan is complete and complies with the format found in Attachment C of the RFA.
10. The Program Budget is complete and complies with the format found in Attachment D of the RFA. The budget narrative is complete and describes the category of items proposed.
11. Applicant organizations/entities pursuing this opportunity as a collaborative effort have completed and submitted a Collaboration Commitment Form, found in Attachment E of the RFA, for each collaborative partnership entered into.
12. The application is printed on 8 ½ by 11 inch paper, double-spaced, on one side, using twelve (12) point type with one-inch margins.
13. The program narrative section is complete and within the twenty (20) page limit for this section of the RFA submission.
14. The application format conforms to the guide listed in Section VI Application Format listed on page 11-12 of the RFA.
15. The appropriate appendices, including program descriptions, staff qualifications, individual résumés, licenses and other supporting documentation are enclosed.
16. The application is submitted to Office of Partnerships and Development on the deadline of **Monday, February 6th, 2017.**

Attachment A

**Fort DuPont Ice Arena Program
Applicant Profile**

Place this form at the front of the application

Applicant's Name: _____

TYPE OF ORGANIZATION

Small Business _____ **Non-Profit Organization** _____ **Other** _____

Contact Person: _____

Office Address: _____

Phone Number: _____

Fax Number: _____

Federal ID Number: _____

Program Description: _____

Budget:

Total Funds Requested: \$ _____

Attachment B

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 C.F.R. Part 69, "New Restrictions on Lobbying" and "Government-wide Debarment and Suspension (Non-procurement)" and 28 C.F.R. §83.670, "Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 C.F.R. Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 C.F.R. Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub--recipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 C.F.R. Part 83, for prospective participants in primary covered transactions, as defined at 28 C.F.R. §83.670, for prospective participants in primary covered transactions:

The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;**
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**
 - (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and**
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and**
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.**

1. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, as amended (Pub. L. No. 100-690; 28 C.F.R. Part 83):

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:**
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;**
 - (b) Establishing an on-going drug-free awareness program to inform employees about—**
 - (1) The dangers of drug abuse in the workplace;**
 - (2) The applicant's policy of maintaining a drug-free workplace;**
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and**
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**

- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—**
 - (1) Abide by the terms of the statement; and**
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Risk Management, 441 4th Street, NW, 800 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;**
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—**
 - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**
 - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).**
- B. The applicant may insert in the space provided below the sites for the performance of work done in connection with the specific grant:**

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace (Grantees who are Individuals)

As required by the Drug Free Workplace Act of 1988, as amended (Pub. L. No. 100-690; 28 C.F.R. Part 83):

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and**

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

**DC Department of Human Services, Office of Program Review Monitoring and Integrity
64 New York Avenue, NE, Washington, DC 20002**

**As the duly authorized representative of the applications,
I hereby certify that the applicant will comply with the above certifications.**

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Federal Tax Identification No.

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

Attachment C

Fort DuPont Ice Arena Program

Work Plan

[illegible]

Attachment D
Fort DuPont Ice Arena Program

Staffing Plan

Name	Position Title	Filled/Vacant	Annual Salary	Start Date

Name: _____ Title: _____

Signature: _____ Date _____

Attachment E

Fort DuPont Ice Arena Program

Budget

Agency:		Program Year:	
Service Area:		Project Manager:	
Budget:		Telephone Number	
CATEGORY	GRANT FUNDS	MATCHING FUNDS	TOTAL
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Other (specify)			
Subtotal Direct Costs			
Indirect/Overhead			
Total			

Attachment F

Fort DuPont Ice Arena Program

Collaboration Commitment Form

Please include information on this form about the activities and/or services that will be provided by the collaborating organizations. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the applicant's application submission.

Collaborating Organization(s): Name:

Address: _____

Telephone & Fax Number: _____

Describe Collaboration(s): (Use additional blank sheets if needed.)

The signatures below indicate that these organizations have collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.

Authorized Representative(s)

Type Names(s): _____ Tel.: _____

_____ Tel.: _____

Signature(s): _____ Tel.: _____

_____ Tel.: _____

Date: _____

Date: _____

Attachment G

GOVERNMENT OF THE DISTRICT OF COLUMBIA LIVING WAGE ACT OF 2006 CERTIFICATION

CERTIFICATION:

Pursuant to the Living Wage Act of 2006, as amended (D.C. Law 16-118, D.C. Official Code §2-220.01 *et seq.* (2010)), sub-grantees receiving grant awards from the District of Columbia of at least one hundred thousand dollars (\$100,000), and any of their sub-grantees receiving at least fifty thousand dollars (\$50,000) of that award, shall ensure that employees working on the grant-funded program/project shall be paid a living wage of no less than \$13.80 an hour. This wage may be adjusted annually by the District of Columbia Department of Employment Services up to 3%. Adjustments in excess of 3% shall be approved by the Mayor.

Exemptions are provided as follows:

1. For employees under the age of 22 employed during a school vacation or enrolled as a full-time student working less than 25 hours per week.
2. For employees of non-profit organizations that do not employ more than 50 individuals.
3. Under an existing or future collective bargaining agreement, provided that the future collective bargaining agreement results in the employee being paid no less than the established living wage.
4. Under an existing or future collective bargaining agreement, provided that the future collective bargaining agreement results in the employee being paid no less than the established living wage.
5. Grantees that provide trainees with additional services including, but not limited to case management and job readiness services, provided that the trainees do not replace employees subject to the Living Wage Act.

Please check the appropriate box:

☐

I certify that the organization meets one or more of the above-listed exemptions, and provides the following documents to support our request for an exemption:

☐

I certify that we do not meet the exemption, and will pay each individual working under this grant program/project a living wage of at least \$13.80 per hour.

☐

I certify that we do not meet the exemption but intend to submit a waiver request to the Mayor, as compliance will impose a significant hardship on the recipient.

Additionally, the DC Living Wage Fact Sheet (to be disseminated upon award) shall be distributed to each employee working on this grant-funded program/project, and shall be visibly displayed within the organization.

Grantee shall notify each sub-grantee under this award subject to this Act in writing of the requirements as provided in subsection (a) of the Living Wage Act.

All recipients shall retain payroll records created and maintained in the regular course of business under District of Columbia Law for a period of three (3) years.

Failure to comply with this law (D.C. Law No. 16-118, D.C. Official Code § 2-220.01 *et seq.* (2010)) may result in the immediate termination of the grant award and/or possible legal action. The payment of wages under the Act shall be consistent with and subject to the provisions of an act to provide for the payment and collection of wages in the District of Columbia under D.C. Official Code § 32-1301 *et seq.*).

SIGNATURE

Name (Please print)

Title

Signature

Date



DISTRICT OF COLUMBIA DEPARTMENT OF PARKS AND RECREATION
GRANTEE APPLICANT WAIVER AND RELEASE OF LIABILITY FORM

APPENDIX I

WAIVER, HOLD HARMLESS, BACKGROUND CHECK
and INSURANCE AGREEMENT

We _____ (Name of Grantee Applicant)

hereby take action for itself, its administrators, representatives and agents, and states as follows:

(A) **We WAIVE, RELEASE, AND DISCHARGE** any and all District officials, agents and employees, current and former, and/or representatives (each a “District Party” and collectively the “District Parties” or the “District”) from any and all liabilities, claims, penalties, suits, demands, judgments, costs, interest, and expenses (including, attorneys’ fees and costs) (each a “Loss” and collectively “Losses”) including, but not limited to, Losses from or connected to any participant’s death, disability, personal injury, loss damage or theft of participant’s property or actions which may occur to participant in connection with the Grantee’s Activities including traveling to and from this Activity arising from either the Grantee or from participant’s recklessness or intentional acts;

(B) **We AGREE TO INDEMNIFY and HOLD HARMLESS** the District, for, from, and against any and all losses arising or resulting from participation in or travel to and from Grantee’s Activities and/or from participant’s recklessness or intentional acts;

(C) **ACKNOWLEDGE THAT OUR PROGRAMS ARE NOT THE RESPONSIBILITY OF DPR AND ARE NOT DPR PROGRAMS;**

(D) **NOTWITHSTANDING SECTION C, WE FULLY AGREE TO PERFORM AND MAINTAIN CURRENT CRIMINALL BACKGROUND CHECKS FOR OUR STAFF THAT DIRECTLY SUPERVISE CHILDREN**, PURUSUANT TO THE CHILD YOUTH SAFETY AND HEALTH OMNIBUS ACT OF 2005, D.C. Official Code 4-1501 et seq.

(E) **WE AGREE TO MAINTAIN** Workers’ Compensation insurance covering full liability in accordance with District of Columbia law, if applicable, and Employer’s Liability insurance of at least \$1,000,000; Comprehensive Commercial General Liability insurance with coverage on an “occurrence” basis of at least \$1,000,000 covering bodily injury, personal injury, death and property damage; and Automobile Liability Insurance of not less than \$1,000,000 combined single limit covering bodily injury, death and property damage; and Umbrella liability insurance coverage of at least \$2,000,000, for the duration of the grant period. Insurance carriers providing coverage shall be licensed to provide such services in the District of Columbia.

I certify that I have read this AGREEMENT and that I fully understand its content. I certify that I am AUTHORIZED TO SIGN THIS AGREEMENT ON BEHALF OF _____ GRANTEE APPLICANT.

Signature

Date

Print Telephone Number and Corporate Address